Initiating a Background Check in ANU Recruit
A guide for HR practitioners

Effective January 2024, a police check will be the baseline background check requirement for all newly commencing employees and internal employee movements, prior to an offer of employment being made. Offers of employment will not be issued unless the required checks are successfully conducted. This commitment reinforces the University's' dedication to ensuring a safe and secure community for students, staff, and guests of the University.

Please review the related policies and procedures for guidance on background check requirements, and follow the steps outlined below.

ANU Procedure - Background Checking

ANU Policy - Appointments

ANU Procedure - Appointments

Step 1. Review status of candidate and identify background check requirements

On receipt of information from the Hiring Manager identifying the preferred candidate:

- Log into ANU Recruit or navigate to https://services.anu.edu.au/information-technology/software-systems/anu-recruit
- Navigate to the applicable job card and view application.
- Assess if the candidate is a *current staff with a valid WWVP, WWCC or police check and/or a **registered professional.

Current staff details are located in HRMS within the 'Person Profile' section.

**The candidate must provide a scanned copy of their registration and local HR /Shared Services will undertake checking of public registration records as relevant to the position.*

Step 2. Action background check requirements

If the candidate is a current staff member or registered professional meeting the background checking requirements of the role through a previous check:

Update the candidate application status to:

- 'Offer Preparation and Approval – BC Requirements Fulfilled'; or
- 'Offer Preparation and Approval – No BC Required (*applicable reason*)'

and proceed with the recruitment process.

Change application status

- Unsuccessful not shortlisted - with Email
- Interview
- Interview - with Email
- Interview Event Booking
- Interview Accepted
- Interview Declined
- Reference check
- Psych testing
- Unsuccessful post Interview - appointable
- Unsuccessful post Interview - not appointable
- Recommendation to appoint
- Background Check
- Background Check in Progress
- Background Check Complete
- Offer preparation & approval
- Online offer made
- Offer preparation & Approval - BC Requirements Fullfilled
- Offer preparation & Approval - No BC required (Registered Professional)
- Offer preparation & Approval - No BC required (Existing Police Check available)
- Online offer made - Candidate compliant with BC requirements
- Offer accepted
- Offer declined
- Offer process completed
- Removed

If the candidate requires baseline and/or additional role specific background checks:

- Update the application status of the preferred candidate to "Background Check".
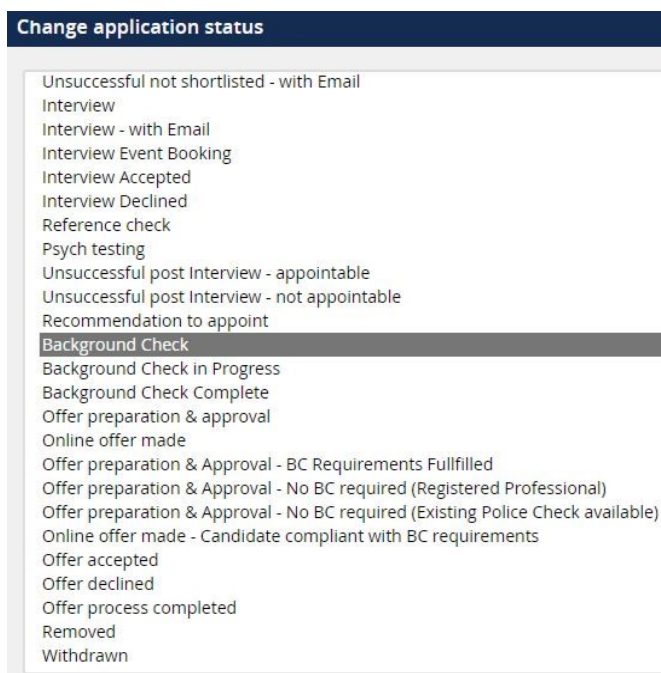
- In the pop-up window select the checks required, review the email text and click 'Move now'.
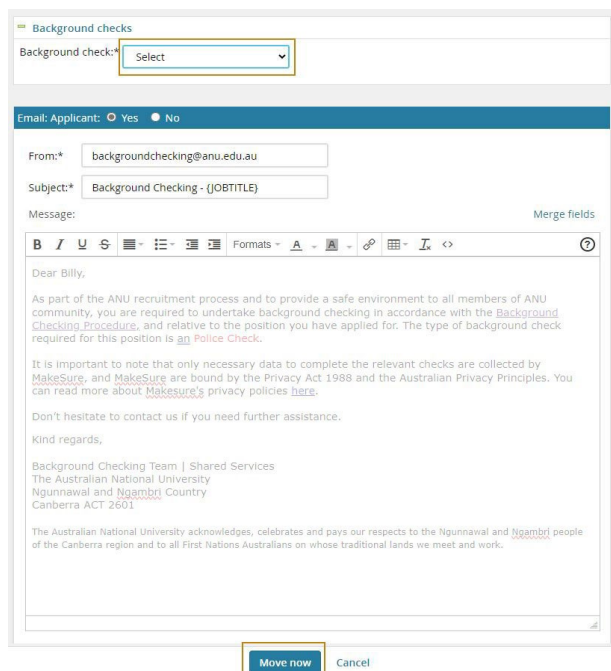
Code	Title
6170c935df9d1	Anti-money/Counter-terror
6170c809a7b00	Police Check
6170c9cf09e68	Police/Anti-money
64eedcff122df	International Police History

The baseline required check for all prospective employees is a police check. Additional background checks that are not included for selection in ANU Recruit* may be required for specific roles. Please review the ANU Procedure - Background Checking for role specific background check requirements.

 *Additional checks are initiated by the Background Checking Team. Please email requests for additional checks to backgroundchecking@anu.edu.au.

Automated system actions:

ANU Recruit will automatically connect with the third-party background check provider. The application status will automatically update in ANU Recruit to "Background Check in Progress" once the third-party provider has received the request from the system.

Step 3. Review of background check outcome

Pass Result:

Review the automated report sent twice daily from ANU Recruit for a list of all candidates who have completed and had a "Pass" outcome for the background check. The applicant's status in ANU Recruit will be changed to 'Background Check Complete' and 'Accepted Background Check Result Status: Pass' by the third-party provider.

Update the application status to 'Offer Preparation & Approval' and proceed with the recruitment process.

Disclosable Outcome:

Completed background checks that have a disclosable outcome will be provided by the third-party provider to the Background Checking Team. The Background Checking Team will inform the HR Team and initiate a review of the disclosable outcome in line with the Background Checking Procedure. The result of the review will be communicated with the HR Team and Hiring Manager.

- **Appointable outcome:** The Background Checking Team will notify the HR Team and Hiring Manager and the application status can be updated to 'Offer Preparation & Approval – BC Requirements fulfilled'.
- **Not-appointable outcome:** The Background Checking Team will notify the HR Team and Hiring Manager. The candidate should be contacted by the Hiring Manager about the outcome of the recruitment process. The application status can be updated to unsuccessful post interview – not appointable.